

Professional and Managerial Branch
Personnel Administrative Group
Employee Development Series

TRAINING AND DEVELOPMENT MANAGER

12/90

CHARACTERISTICS OF THE CLASS:

Under direction, plans, develops, implements and coordinates the City's employee training and development programs; performs related duties as required.

EXAMPLES OF DUTIES:

Conducts needs analyses to determine and prioritize training needs; plans, develops and implements formal classroom lectures and practical hands-on training programs; consults with line supervisors and department heads to determine training needs and objectives; prepares proposals for new programs and revises existing programs; prepares and maintains course paraphernalia such as course outlines, handouts and training aids; develops simulations, management games, case studies, role plays and other training exercises; prepares and conducts supervisory training programs; develops and conducts occupational trades and skills training programs in conjunction with department heads; encourages supervisors to conduct and participate in intra-departmental training programs; assists in the preparation of promotional ladders and counsels employees on their progression within same; coordinates programs with coursework at local academic and vocational institutions and advises employees of available programs; evaluates results of training programs and makes recommendations to improve the program; supervises, trains and evaluates assigned personnel; prepares reports and maintains records.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Education, Liberal Arts or related field and three years of professional experience in the planning, development, implementation and administration of personnel training programs (Master's in Vocational Education and/or O.J.T. program supervision experience preferred); or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, methods and techniques of the development, presentation and evaluation of training courses and programs; good knowledge of federal, state and local academic and vocational institutions; good knowledge of the occupational trades and departmental operating requirements; good knowledge of needs determination, skills inventories and education, test construction and standardization, data collection and statistical analysis; some knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to plan, develop, implement and evaluate academic and vocational training courses and programs; ability to conduct training needs analyses and determine training objectives; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to supervise, train and evaluate assigned personnel; ability to prepare reports and maintain records.

Physical Requirements: Mobility within an office and field environment; operate a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent license issued by another state.

Director of Personnel

Department Head